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ABSTRACT

An instructor's manual on personality development is provided in this set of prevocational education materials which focuses on the vocational area of the world of work. (This set of materials is one of ninety-two prevocational education sets arranged around a cluster of seven vocational offerings: agriculture, home economics, distributive education, health occupations, world of work, trade and industry, and office occupations.) The instructor's guide is organized into the following elements: title of activity, duration of activity (three to four periods), activity goals, eight instructional objectives, related vocational clusters, and activity implementation (description, materials needed, safety considerations, teacher preparation prior to class, during the class, follow-up activities, answer keys to student check point activities, worksheet masters for duplication, and transparencies describing personality traits.) (CT)

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ED169321

WORLD OF WORK — PERSONALITY DEVELOPMENT

Kit No. 32

INSTRUCTOR'S MANUAL

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1978

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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TITLE OF ACTIVITY

Kit No. 32, World of Work — Personality Development

DURATION

Main Activity — 3 to 4 periods

GOALS

1. The student will understand the difference between desirable and objectionable personality traits.
2. The student will understand the role that physical appearance plays in how others perceive you.
3. The student will make an assessment of his/her physical characteristics.
4. The student will make an assessment of his/her business manners.
5. The student will make an assessment of his/her character traits.

INSTRUCTIONAL OBJECTIVES

1. The student will view and discuss transparencies on personality traits.
2. The student will view and discuss transparencies on physical appearance.
3. Using worksheet Form 3-1, the student will identify his/her physical characteristics.
4. The student will construct a bulletin board display that exemplifies good grooming.
5. The student will list those grooming habits that they find objectionable in the opposite sex.
6. The student will view and discuss transparencies on character traits.
7. Using worksheet Form 3-2, the student will identify his/her business manners.
8. Using worksheet Form 3-4, the student will identify his/her character traits.

VOCATIONAL CLUSTERS

Agriculture Education
Distributive Education
Health Occupations
Home Economics
Office Occupations
Trade and Industry

ACTIVITY IMPLEMENTATION

A. Activity Description

By means of class discussions, worksheets, and bulletin board displays, students will be made aware of the importance of physical and mental characteristics as they relate to personality development.

B. Safety

Care must always be taken when handling scissors.

C. Materials Required

1. Audio Visual Equipment
Projector Screen
Overhead Projector
16 mm. Projector (if free film is used.)
2. Technical Equipment
Transparencies:
 1. Personality Traits - Desirable
 2. Personality Traits - Objectionable
 3. Physical Appearance - Facial Expression
 4. Physical Appearance - Posture
 5. Physical Appearance - Poise or Self Control
 6. Physical Appearance - Grooming
 7. Physical Appearance - Voice and Speech
 8. Character Traits - Honesty
 9. Character Traits - Dependability
 10. Character Traits - Loyalty
 11. Character Traits - Resourcefulness
 12. Character Traits - Imagination
 13. Character Traits - Enthusiasm
 14. Character Traits - Courtesy
 15. Character Traits - Tact
3. Expendable Materials

(Most of these are available as school supplies.)

Pencils with erasers (Have students bring these.)

Paper for activities

Colored paper for bulletin board (5 & 10 store)

Stapler and staples

Scissors (4 or 5 pairs — 5 & 10 store)

Lettering guides

Glue

Old magazines and newspapers

D. Preparation Prior to Class

1. Study material.
2. Duplicate masters or forms.
3. Schedule dates for use of the overhead projector and 16 mm. projector if free film is to be used.
4. Ask each student to bring a pencil with eraser and paper.
5. Ask students to bring old magazines.
6. Get out paste, colored paper, scissors, and lettering guides.
7. Check to see if a representative from a company that deals in cosmetic and grooming aids will come and give a lecture/demonstration on "Good Grooming."

E. During Class Session

1. Using transparencies 1 and 2, discuss personality traits, both desirable and objectionable.
2. Use transparencies 3 to 7, Physical Appearance, to discuss physical characteristics.
3. Distribute worksheet Form 3-1. Have students identify their physical characteristics and discuss.
4. Have representative of company dealing in cosmetics and grooming aids give class lecture/demonstration on "Good Grooming."
5. Give students colored paper, scissors, paste, lettering guides, old magazines, and ask them to develop ideas on "Good Grooming" for a bulletin board. They may be divided into 3 or 4 groups to work on ideas. Put best idea on bulletin board.
6. Let the girls make a list of "pet peeves" - things they dislike about some boys' grooming habits. Let the boys make a similar list of "pet peeves" - things they dislike about some girls' grooming habits. They might include good and bad manners in the list. These "pet peeves" might be aired through a panel discussion by both sides.
7. Show and discuss transparencies 8 to 15, Character Traits.
8. Distribute worksheet Form 3-2 to students. Have students follow instructions on Form 3-2 for completing the form.
9. Discuss the student's responses to Form 3-2.
10. Distribute worksheet Form 3-4 to students. Have students follow instructions on the form for its

completion. DO NOT distribute the answers (last page of the form) until the students have answered the questions.

11. Discuss student responses to Form 3-4.

MASTERS FOR DUPLICATION

Worksheet Form 3-1 — Check Your Physical Characteristics
Worksheet Form 3-2 — Check Your Business Manners
Worksheet Form 3-4 — Check Your Character Traits

Form 3-1
Check Your Physical Characteristics

Do you know how others see you? Could you be described as having a neat appearance? Place a check mark before each item below which describes yourself as you believe others see you. Be honest in making this list.

Hair

- ☐ Natural
- ☐ Average length
- ☐ Combed
- ☐ No dandruff

- ☐ Greasy
- ☐ Long
- ☐ Mussed
- ☐ Dandruff

Face

- ☐ Clean
- ☐ Clear skin
- ☐ Shaved

- ☐ Dirty
- ☐ Pimples
- ☐ Beard

Hands

- ☐ Clean
- ☐ Clean nails

- ☐ Dirty
- ☐ Dirty nails

Clothing

- ☐ Conservative
- ☐ Fit
- ☐ Clean shirt, collar, cuffs
- ☐ Clean underwear
- ☐ Pressed trousers
- ☐ All buttons intact

- ☐ Exotic style
- ☐ Poor fit
- ☐ Dirty shirt, collar, cuffs
- ☐ Dirty underwear
- ☐ Tight, unpressed trousers, or baggy trousers
- ☐ Buttons missing

Shoes

- ☐ Conventional style
- ☐ Shined
- ☐ Soles and heels good
- ☐ Laces good, tied

- ☐ Exotic style
- ☐ Dirty
- ☐ Heels run over
- ☐ Laces broken, untied

Breath

- ☐ Good

- ☐ Halitosis

Body

- ☐ Clean, no odor

- ☐ Dirty, body odor

Posture

- ☐ Upright
- ☐ Shoulders squared

- ☐ Stooped
- ☐ Shoulders rounded

Employers are not interested in hiring workers with physical characteristics which fall into the right-hand column.

If you have some checks in the right-hand column, do something to eliminate them starting today.

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Check Your Business Manners

Good manners and behavior are taught to us from birth. Parents, the church, our teachers, and associates have all had a part in teaching us good manners.

Good business manners must be practiced by employees who want to get ahead. Analyze your business manners by marking a T in the blanks before statements which you believe are true, and an O for statements which you feel are false.

- ___ 1. One should not criticize a person in the presence of others.
- ___ 2. One should respect the feelings of others.
- ___ 3. One should tell others of another's mistakes.
- ___ 4. One should become skilled in being sarcastic.
- ___ 5. One should often make "wisecracks" to impress the boss.
- ___ 6. One should never be friendly to strangers.
- ___ 7. One should make strangers feel at home.
- ___ 8. One should develop the habit of saying "Thanks," "Pardon me," "Excuse me," "Yes, Sir," "I'm sorry, ma'm," and similar expressions as appropriate.
- ___ 9. One should avoid embarrassing other persons.
- ___ 10. One should often impress others with one's intelligence and skill.
- ___ 11. One should be a good listener.
- ___ 12. One should be calm in times of stress when things go wrong.
- ___ 13. One should never admit to an honest mistake.
- ___ 14. One should be critical of the boss in the presence of customers.
- ___ 15. One should develop skill in arguing.
- ___ 16. One should often "straighten out" the boss to keep him well informed.
- ___ 17. One should control his impatience.
- ___ 18. One should treat the boss and older employees equally.
- ___ 19. One should "hear a person through" before making suggestions.
- ___ 20. One should remain standing when introduced to the boss who is seated, and only be seated when invited.
- ___ 21. One should develop a loud voice to attract customers.
- ___ 22. Customers like to be shown that they are wrong.
- ___ 23. One should recognize and compliment good work of others.
- ___ 24. Good business manners can become a part of anyone who tries to develop them.

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Modified to eliminate sex bias.

Check Your Character Traits

Below is a questionnaire which gives you the opportunity to check your individual character traits. It is sometimes difficult to say just what the correct answers are but in terms of these questions, there are definite answers which fit an ideal pattern. It will be interesting to complete this questionnaire at intervals of several months in order to check on your changing attitudes.

In order to be of value these questions must be answered with complete honesty according to your personal feelings. Remember, this is a test of your individual character traits so if you are really interested in learning about yourself, be completely honest.

We have discussed seven basic character traits in this problem area; namely, honesty, loyalty, resourcefulness, imagination, enthusiasm, courtesy, and tact. You will find questions below which have bearing on each of these seven character traits. When you have completed the questions by answering yes or no, you will be allowed to score your own paper according to the chart that follows the questions.

- ___ 1. Have you ever stayed home from school because you did not have your homework assignments completed?
- ___ 2. Do your friends often tell you something and ask you not to tell anyone else?
- ___ 3. Do you always try to find the answer to a question yourself before asking for help?
- ___ 4. Are you ever prompted to find a better way to do a routine task because you are bored?
- ___ 5. Are you always "ready to go" when it comes to starting a new job?
- ___ 6. When someone helps you with a project, do you always make a point of thanking the person?
- ___ 7. Are you likely to overlook small mistakes by others because chances are you will make similar mistakes yourself sometime?
- ___ 8. If someone gives you a good idea which works in your favor, do you always give the person credit for his/her part in your success?
- ___ 9. When your friends take you into their confidence, are you always sure to keep their secret?
- ___ 10. When you are given a difficult assignment, do you try to complete it without asking for assistance?
- ___ 11. Can you usually be counted on to come up with new ideas when originality is necessary?
- ___ 12. Are you likely to volunteer for work assignments rather than waiting to be told what to do?
- ___ 13. Do you tend to be courteous just when it suits you, or when you feel that it might be beneficial to you?
- ___ 14. When you know someone else is wrong, do you blurt it out so that everyone knows how smart you are?
- ___ 15. Do you consider returning to work regularly five minutes late from a coffee break to be dishonest?
- ___ 16. Do you feel that an employee owes his employer anything during the employee's "off hours"?

- ___ 17. Should a salesman try to find a substitute item if the exact item a customer asks for is not in stock?
- ___ 18. Are you always guided in your work habits by the way something was done the last time?
- ___ 19. Are you willing to give up a little of your "spare time" in order to complete a job which you started?
- ___ 20. Do you tend to be more courteous toward older people just because they are older?
- ___ 21. If you want to speak to someone who is talking to a third person, do you just walk up and start talking?
- ___ 22. Do people often find excuses for not lending you things of value when you ask to borrow them?
- ___ 23. Do you think it is possible to be "loyal" to several different causes at the same time?
- ___ 24. If an answer is not immediately obvious to you, will you keep looking until you find a satisfactory answer?
- ___ 25. Do your friends often turn to you for help in solving problems which require a fresh, new approach?
- ___ 26. Are you in agreement with the following statement: "When you want something done, ask a busy person to do it"?
- ___ 27. Does the act of practicing common courtesy give you a pleasant feeling?
- ___ 28. Have you ever used the, "Yes, but," approach in a discussion?
- ___ 29. Do you think there is any such thing as being "almost honest"?
- ___ 30. Do you tend to say whatever fits a given occasion regardless of whether you actually believe it or not?
- ___ 31. Do you have to be told time after time to do routine jobs at home or at school?
- ___ 32. Can you visualize a job in its completed form even at the very beginning of the project?
- ___ 33. Do you find that your emotions tend to rise and fall with the weather conditions?
- ___ 34. When you compliment someone for a job well done, do you expect to receive a compliment in return?
- ___ 35. Do you always have to win an argument no matter what the consequence might be?
- ___ 36. If someone gives you a "dirty deal" do you feel that you have the right to do the same in return if you get the chance?
- ___ 37. Have you ever deserted a friend because of what someone else said about her/him?
- ___ 38. If a customer came into your store about five minutes before closing time and wanted to buy items that would run you overtime, would you stay with him until the sale is completed?
- ___ 39. Have you ever taken a seemingly worthless item and converted it into something of use and value?
- ___ 40. Do you look forward to getting started on long range projects?
- ___ 41. Does it bother you to get advice from someone younger than yourself even when you realize that he/she is right?
- ___ 42. Have you ever voluntarily done a job which appeared to have no immediate reward for you?

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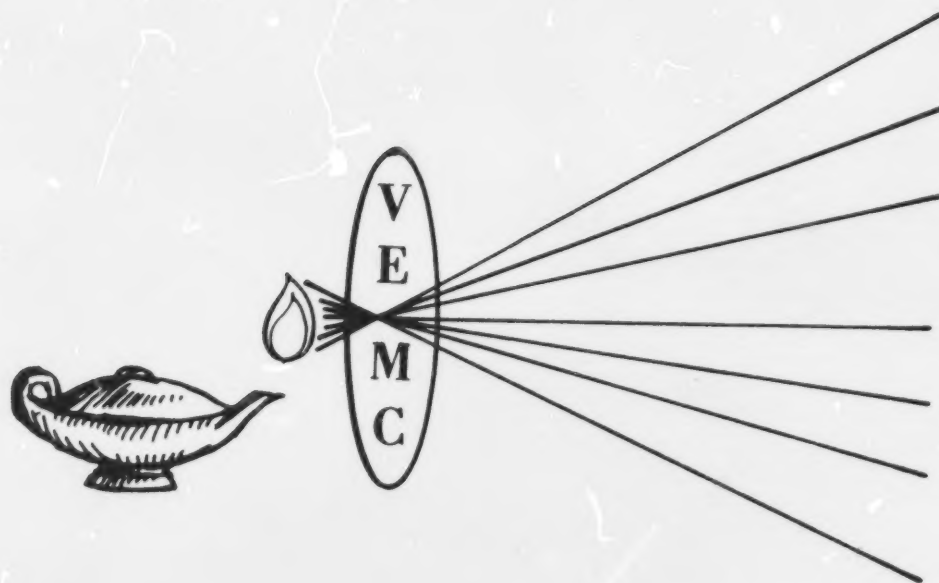
Check Your Character Traits (Continued)

Now that you have completed the questions let us look at where your answers put you in terms of those ideal answers we spoke of earlier. The questions were actually designed to give you some indication for each of the seven character traits discussed in this problem area.

The desirable answers to the questions are:

HONESTY				Number of Correct Answers
YES	Questions	8, 15		
NO	Questions	1, 22, 29, 36		
LOYALTY				
YES	Questions	2, 9, 16, 23		
NO	Questions	30, 37		
RESOURCEFULNESS				
YES	Questions	3, 10, 17, 24, 38		
NO	Questions	31		
IMAGINATION				
YES	Questions	4, 11, 25, 32, 39		
NO	Questions	18		
ENTHUSIASM				
YES	Questions	5, 12, 19, 26, 40		
NO	Questions	33		
COURTESY				
YES	Questions	6, 20, 27		
NO	Questions	13, 34, 41		
TACT				
YES	Questions	7, 23, 42		
NO	Questions	14, 21, 35		
Total Correct Answers :				

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CLEMSON UNIVERSITY
CLEMSON, SOUTH CAROLINA 29631

PERSONALITY TRAITS

DESIRABLE

accurate

agreeable

appreciative

alert

careful

confident

cooperative

conscientious

dependable

energetic

enthusiastic

efficient

honest

kind

loyal

mature

patient

realistic

responsible

tactful

tolerant



PERSONALITY TRAITS

OBJECTIONABLE

antagonistic

argumentative

artificial

boastful

critical

defensive

domineering

greedy

inattentive

militant

moody

rebellious

sarcastic

selfish

sulky

sensitive

timid

untrustworthy

vulgar

vague

vicious

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PHYSICAL APPEARANCE



FACIAL EXPRESSION

Transparency No. 3



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PHYSICAL APPEARANCE



POSTURE

Transparency No. 4



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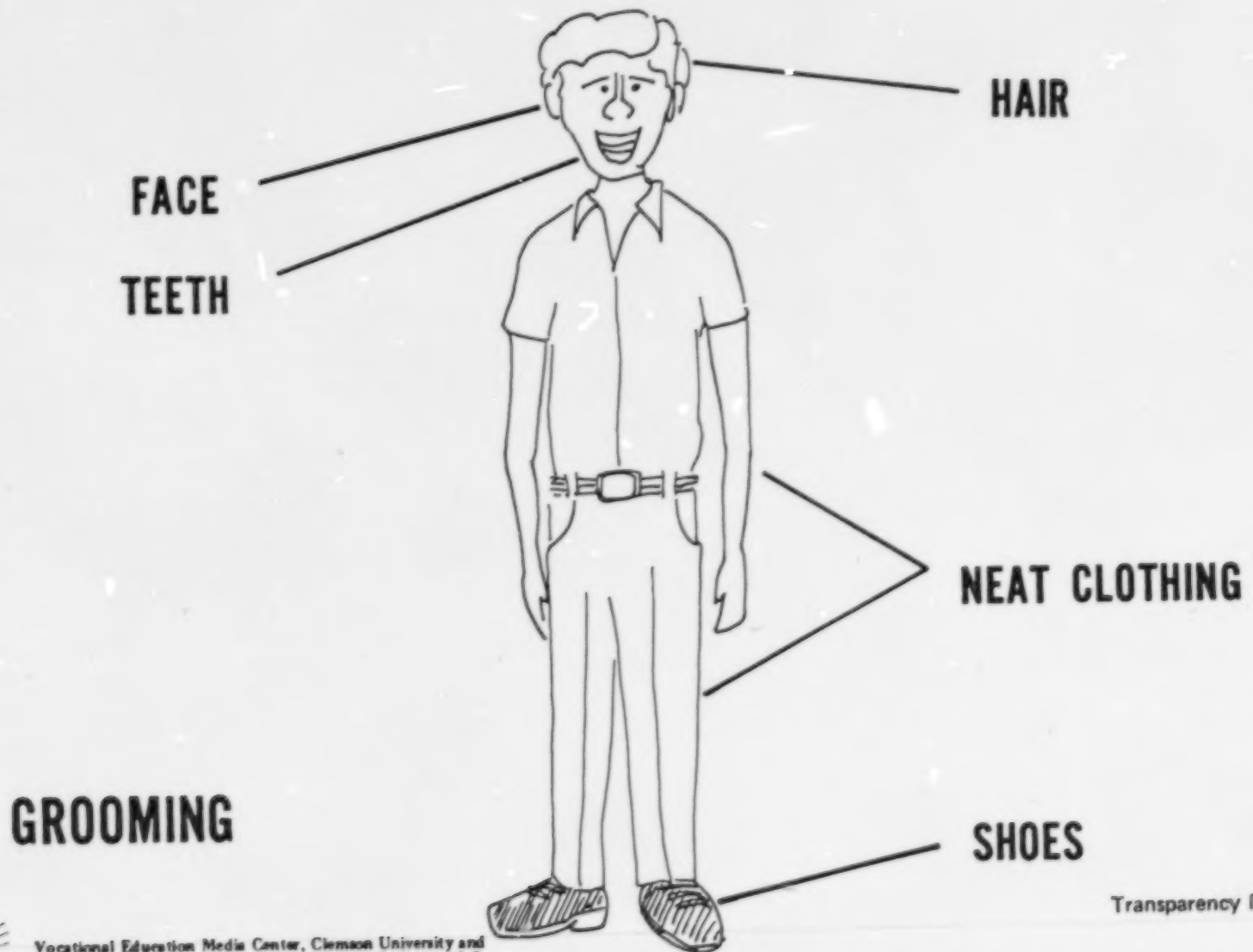
PHYSICAL APPEARANCE



POISE OR SELF CONTROL

Transparency No. 5

PHYSICAL APPEARANCE

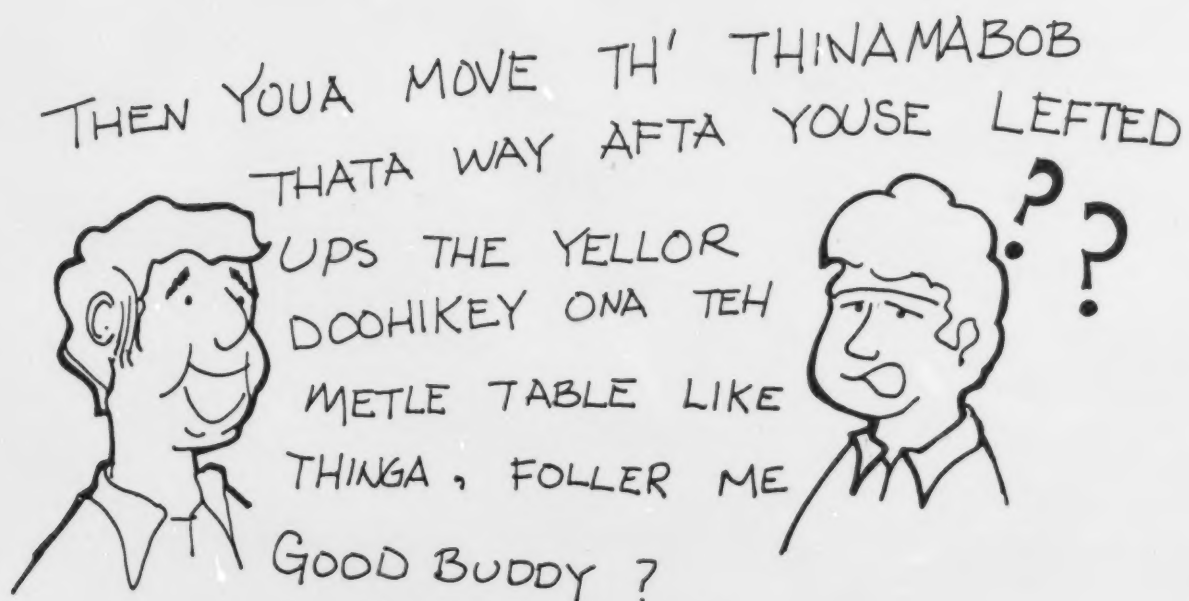


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PHYSICAL APPEARANCE



VOICE AND SPEECH



CHARACTER TRAITS

YOU FORGOT
YOUR CHANGE...



HONESTY

Transparency No. 8



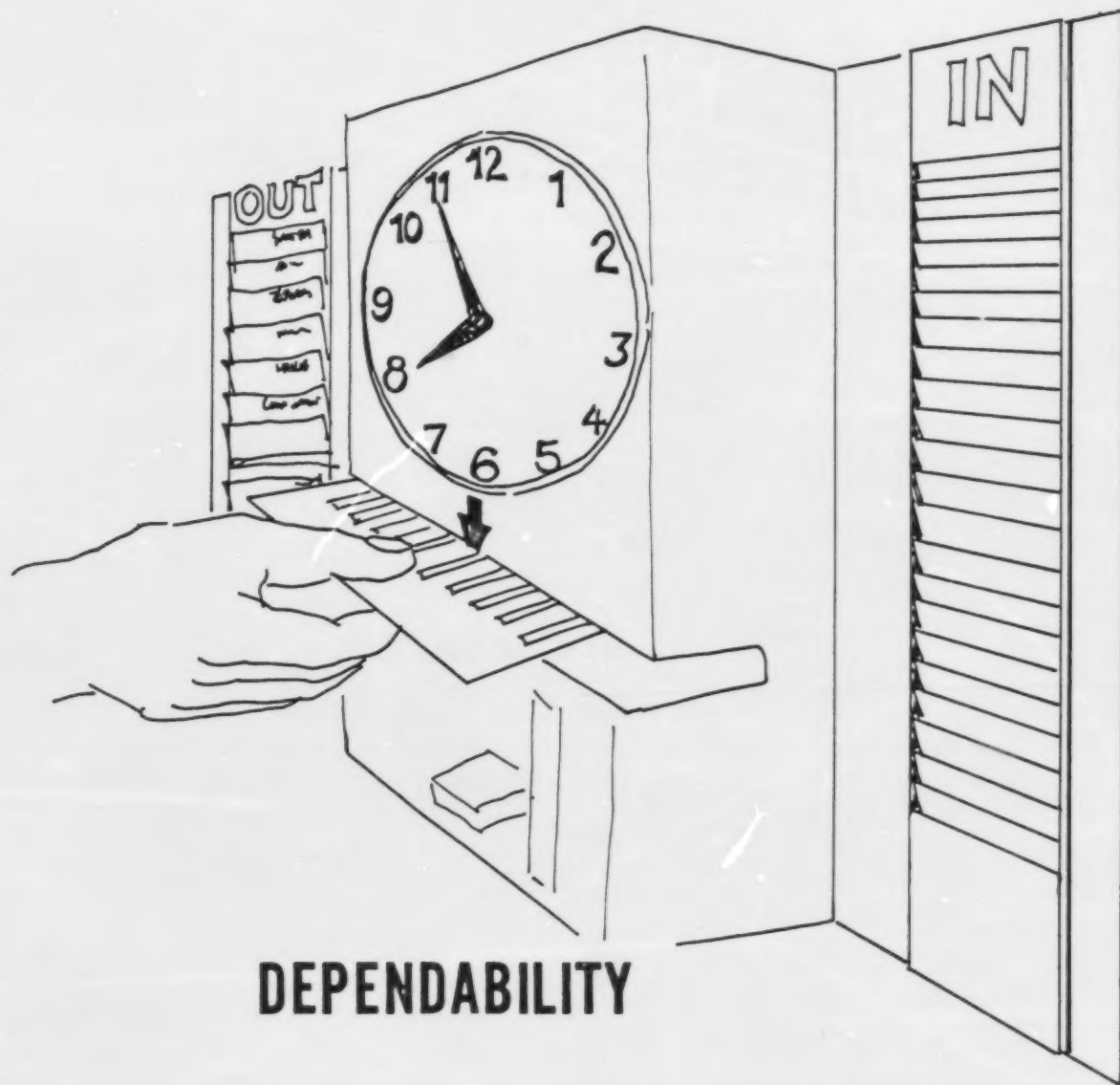
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CHARACTER TRAITS



DEPENDABILITY

CHARACTER TRAITS



LOYALTY

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CHARACTER TRAITS



RESOURCEFULNESS

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CHARACTER TRAITS



IMAGINATION

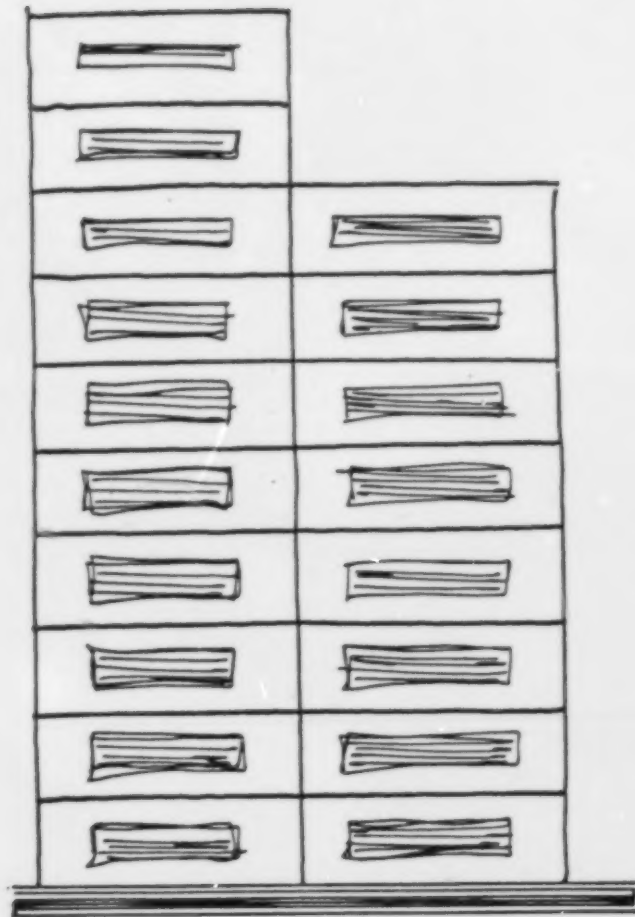
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CHARACTER TRAITS

ENTHUSIASM



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CHARACTER TRAITS



COURTESY

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CHARACTER TRAITS



TACT



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Transparency No. 15

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WORLD OF WORK - PERSONALITY DEVELOPMENT

INDEX TO TRANSPARENCIES

Transparency	Number
Personality Traits - Desirable	1
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Character Traits - Dependability	9
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Character Traits - Imagination	12
Character Traits - Enthusiasm	13
Character Traits - Courtesy	14
Character Traits - Tact	15

CARE OF YOUR TRANSPARENCIES

These transparencies are produced by the offset printing method at the Vocational Education Media Center, Clemson University, Clemson, South Carolina. They are designed to be an aid to you in your teaching program. Although they are developed by economy techniques, they will last many years if you will care for them. Here are some suggestions we believe will help you in caring for them:

1. The transparencies have been dusted during the printing process. This dust may be washed off with a damp, soft cloth. Use water only. The dust can cause unsightly shadows on your projector. Dry the transparencies gently with a cloth, paper towel, or by spreading them out on a table until dry.
2. Please do not write on the transparency with a grease or wax pencil. If you wish to emphasize something, place a clear sheet of plastic over the transparency and write on the clear sheet. This will prevent possible abrasion to the transparency.
3. Store this folder in a good filing cabinet. If you wish to mount them you may. Overlays should be hinged together to start with.
4. Store in a dry place.
5. Yes, the plastic will bend, tear and scratch – if you let it be abused. Cared for properly, it will last for many years.
6. To separate the transparency from the slip sheet, grasp the transparency in one hand and the slip sheet in the other, near the glue strip, and carefully pull the two apart.